

Community Relations Department

CURRENT FILES

Miscellaneous

C-F (cont'd)

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Quarterly Community Rel. Mtg.	1/4"	83, 55, 86								
1986 Community Relations Plan	2 1/2"	86								
Complaints	1/4"	84, 85								
Displaywriter/Computer for Community Relations	1/4"	84, 85, 88								
Concord + Cab. Cty History (General)	1/2"	79, 80								
Concord/Cabarrus County Chamber of Commerce/Merchants Assn.	2 1/2"	80, 81, 83, 84, 85, 86								
Concord, City of	1 1/2"	79, 81, 82, 84, 85, 86, 88								
Consultants Seminar-1984	1/4"	84, 85								
Old Contact Information	1"	79, 80, 82								
Corporate Affairs Info System	1/4"	84								
Corporate Brochure	1/4"	87, 88								
Corporate Relations Report	1/4"	83								
Judy G. Jones Correspondence	2"	83, 84, 85, 86, 87, 88								
County Fairs	1/4"	87								
R.E. Davis	1/4"	85								
Plant Dedication	1"	84, 85								
Dun & Bradstreet Report	1/4"	88								

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CURRENT FILES

Miscellaneous

C-F

(Cont'd)

<u>FILE CATEGORY</u>	<u>VOLUME</u>	<u>CHRONOLOGY</u>	<u>RETENTION PERIOD</u>
Duty Free Blicy	1/4"	83	
Economic Impact	1/4"	87	
Election Letters	1/4	85, 86, 87	
Emergency Response Manual	1/4"	87	
Employee Action/Placement Forms	1/2"	79	
Employee Profiles	1/4"	85	
Employee Residence by Town	1/2"	84, 88	
Entertainment, Menus, Etc. (TGA)	1"	82, 84	
Environmental Control	2"	84, 85, 86, 87	
Events	4"	80, 81, 82, 83,	
Exempt Job Listings	1/4"	84	
Expense Statements	1/2"	83, 87, 88	
Philip Morris Family Survey	1"	87.	
First Union/Cameron Brown	1"	85, 86	
Florists - Flowers Sent	1/2"	85, 86, 87	
Focus on Charlotte	1/2"	83	
Folk Art Exhibit	1 1/2"	81, 83	
Foreign Customs	1/4"	87	
Foreign Customs	1/1"	88	

<u>COMPUTER SYSTEM/VOLUME</u>				<u>OTHER VOLUME</u>		
<u>MAIN</u>	<u>SEC</u>	<u>SECY</u>	<u>OTHER</u>	<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTHER</u>
		<u>P.C.</u>	<u>P.C.</u>			

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Miscellaneous C-F (Cont'd)										
Frank Liske Birthday	1/4"	87								
Free Speech Contest	1/4"	87								
From Nine to Five	1/4"	88								
Functional Analysis	1"	—								
Miscellaneous -W										
Target Philip Morris/GF War on Porn	1/4"	87								
Tax Reform Procedures	1/4"	87								
Time Sheets	3"	84, 85, 86, 87								
Timesheets (1986)	2"	86								
Tobacco Arts & Craft Proposal	1/4"	85								
Tour Program	2"	87, 88								
Tour Center Procedures	1 1/2"	85, 86, 87, 88								
The Tower Club	3/4"	85, 86, 87, 88								
Travel Accomodations (Concord)	1"	80								
Philip Morris Trivia	1/4"	85								
Transportation (Kannapolis)	1/2"	84								

Community Relations Department

CURRENT FILES

Miscellaneous

T-W (cont'd)

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Travel Advances	1/4"	87								
Unidentified Cigarette Test	1/4"	88								
Unionization - Old Press & Q & A's	1/2"	81, 82								
University City Group	1/4"	85								
Universal Leaf	1/4"	84								
UNCC/1st Union Economic Conf.	1/4"	86, 87								
Utilities- Board of L & Water	1/4"	86								
Vendors	1/4"	85, 86								
Violation of Safety Procedures	1/4"	83								
Virginia Correspondence	1/4"	84, 85, 86								
Virginia Slims	1"	83, 84, 85, 86								
Visitors	2 1/2"	83, 84, 85, 86, 87, 88								
Voter Registration	1/2"	84								
Vouchers	1"	84, 85								
Voucher Copies (TCA)	4"	80, 81, 82, 83, 84, 85, 86, 87, 88								
Walmart	1/4"	87								
Water Reservoir - 1987	1/4"	86, 87								
Weber Seminar	1/4"	87								
Weekly Report - WJC Bullets	1/4"	88								
Weekly Report - 1986	2 1/2"	86								
JGJ Weekly Reports	3"	83, 84, 85, 86								

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CURRENT FILES

MEDIA
F-W

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
New York Press Releases	5"	79, 80, 81, 82, 83 84, 85, 86, 87, 88								
New York Times	1/2"	86								
North Carolina Architect	1/2"	84								
North Carolina Magazine	1"	87, 86, 87, 88								
N.C. Press Assoc.	1"	80, 81,								
P.A.C.E. Magazine	1 1/2"	86								
Philip Morris Cabarrus Press Release	1/2"	88								
PM Essay Contest - Freedom of Speech	1/2"	87								
Philip Morris Magazine	2"	85, 86, 87, 88								
Presentations -	1/4"	84 84								
Photo Clearances	4"	80, 81, 82, 83, 84, 86, 87								
Press kit Information	1/2"	86								
Bob Raeford	1/2"	83, 86, 88								
RJR. Reporter	1"	85, 86								
Richmond Report	1/2"	86, 87								
Richmond Times Dispatch	1/2"	86, 87, 88								
Salisbury Post	1/2"	84, 86, 87								

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CURRENT FILES

	FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
					MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
MEDIA N-W ntd)											
	Showdown on Tobacco Road	1/2"	87								
	State Magazine	1"	86								
	TapGram	1/2"	88								
	Tobacco Observer	1/4"	86, 88								
	Tobacco on Trial	1/2"	85, 86								
	Tobacco Tax Council	1/2"	80, 81,								
	Transcripts from TV Shows	1/2"	82, 84, 85, 86, 87								
	Uncle Joe	1/2"	-								
	Wachovia Bank & Trust Mag.	1/2"	85								
	Wall Street Journal	1/2"	86, 87, 88								
	WEGO Radio	1/2"	87								
	WBTU	1/4"	86								
	WPCQ-TV	1/4"	85, 86								
	WSOC-TV/Radio	1/2"	84, 87								
	Old Newspaper Clippings	2"	82, 83								
	Old Press Information	2"	- 78, 79, 81,								
	Old Press Kits	4"	79, 80, 84								

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CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER

ETS

Budgets	1"	86, 87								
1987 1 st Revised Capital F/cast	1/2"	87								
1987 Original Budgets	1/2"	87								
1986 Original Budgets	1/2"	86								
Budget Analysis Monthly -	1/2"	85								
Revised Capital Forecasts - 1985	1/2"	85								
1985 Original Budgets	1"	85								
Expenditure Analysis	2"	85, 86								
Operating Reports	1"	86								
1984 3 rd Revised Capital Forecast	1"	84								
1983 Original Budget	3"	83								
Cabarrus County Budget	1/2"	80, 81, 82, 83								
1982 Overhead Budget Analysis	3"	82								
'82 Original Budget	3"	82								
'81 Second Revised Budget	1"	81								
Original Budgets & Cost Centers 112, 113	1/2"	80, 81								
'81 Original + 5 yr. Plan	1/2"	80, 81, 82, 83, 84, 85								
'79 5 yr. Plan	1/2"	79								
Aphison, Aim	2"	85								

Source: <https://www.industrydocuments.ucsf.edu/docs/lxl0000>

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
MISCELLANEOUS G-O										
General Foods	1/4"	85								
Geographic Profile	1/4"	85								
Gifts Given	1/2"	83, 85, 86, 87								
Goldsmith, Clifford H. Biography	1/2"	84								
Grocery Store Survey	1/2"	86								
Bill Hefner	1/2"	86, 88								
History (P.M.)	2"	78, 79, 82, 84, 87								
Johnny Howard	1/4"	85								
IBM PC Computer	1/4"	—								
IBM	1/2"	86								
Informant	1/2"	88								
Interviews Form	1/4"	80								
Invitations	1/2"	85, 86, 88								
Job Duties	1/4"	86								
Job Orders	1/4"	88								
"Johnny"	1/4"	—								

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Miscellaneous G-O										
JGJ Job Responsibilities	1/4"	87								
Photos - Judith G. Jones	1/2"	83, 85								
Kennapolis Chamber of Commerce	1/2"	80, 81, 83, 85, 86, 87								
Korean Situation	1/4"	88								
Land Use Agreements - Old	2"	78, 80, 83,								
Lawsuits	1/4"	84								
Leaf Department	1/2"	83								
Liquor By the Drink	1"	86								
1983 List of Lists	1/2"	83, 84								
P.M. Mgmt.	1/2"	81								
Marketing Plan	1/2"	86								
Marriott City Center	1/2"	86								
Maxwell, Hamish	1/2"	84								
Philip Morris Memorabilia	1/2	86								
Community Relations Milestones	1/2"	86								
Miller Brewery (Eden)	1"	80, 81, 85, 86, 88								
Miller Lite Genuine Draft	1/2"	88								
Doc. 1988										

CURRENT FILES

FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	SEC	P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Miscellaneous G-O										
Minority Banking Brochure	1/2"	—								
Miscellaneous	1"	80, 81, 82, 83, 84, 85								
R.J. Moore Correspondence	3"	82, 83, 84, 85, 86, 87, 88								
Needs Assessment	1/2"	79								
New Industry	1/2"	80, 81								
N.C. Black Leadership Conference - 1986	1/4"	86								
North Carolina Book	1/4"	84								
North Carolina Connection	1/2"	87, 88								
North Carolina Counties	1/2"	—								
N.C. Department of Commerce	1/2"	86								
1984 Objectives	1 1/2"	83, 84, 87								
Organizational Announcements	3"	85, 86, 87, 88								
Organizational Announcements	3 1/2"	80, 81, 82, 83, 84								
Organization Chart	1/2"	85								
OWU's	3"	86, 87, 88								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Rejects/Contributions Miscellaneous</u>										
1988 Contributions Miscellaneous	1/2"	88								
1988 Contributions Rejects	5"	88								
Contributions Budget - 1987	3"	87								
1987 Rejects	3"	87								
Budgeted Contributions - 1987	1/4"	87								
Contributions Comparison	1/2"	85, 86								
1987 Contributions Miscellaneous	4 1/2"	87								
1986 Contributions Miscellaneous	2 1/2"	86								
1986 Rejects	3"	86								
1985 Contribution Miscellaneous	1/2"	85								
1985 Rejects	3"	85								
1985 Rejects	3"	85								
1984 Rejects	4 1/2"	84								
Yearly Summary of Contributions	1/2"	84								
1983 Cabarrus Reject	2"	83								
1983 Reference	2"	83								
1978-82 Contribution	3"	78, 79, 80, 81, 82,								

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FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>jects/Contributions Miscellaneous</u>										
Contributions - Outside PM	1/2"	84								
Contribution Guide - Lines/Gen. Info	1"	79, 80, 81, 84, 87								
Contributions - Miscellaneous	2"	80, 84, 85, 86,								
Philip Morris Inc. Corporate		82, 83, 84, 85								
Contributions Comparative Summary	1/2"	85								
Contributions	2"									
<u>Public Relations A-M</u>										
Anti-Smoking Policies	2 1/2"	85, 86, 87, 88								
Anti-Tobacco-										
983 Cab. Proposal	1"	84								
Center for the American Woman & Politics - 1983	1 1/2"	83								
	1/2"	83								
Charlotte City Government	1/2"	85, 88								
Charlotte Smoking Ban	1"	88								
Corporate Affairs Meeting	3"	84, 86, 87								
Council of Churches	1/2"	84								
'Death in the West' Film	1/4"	83								
Epley Associates	4 1/2"	79, 80, 81, 82, 83, 84, 85, 86, 87, 88								

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FILE CATEGORY	VOLUME	CHRONOLOGY	RETENTION PERIOD	COMPUTER SYSTEM/VOLUME				OTHER VOLUME		
				MAIN	DEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Public Relations A-M										
Excise Taxes	1/4"	87								
General Services Admin. (GSA)	1/4"	86								
Good Morning America Poll	1/4"	87								
Governor Martin	1/2"	85, 87								
Great American Smokeout	1/2"	85, 87								
Government Affairs Weekly Report	4"	87, 88								
Government Relations Reports										
Weekly Reports	2"	87								
Regional Divisions - Gov. Rel.	1/4"	84, 85								
Hawk Johnson - Gov. Relations	2"	83, 84, 85, 88								
Senator James G. Johnson, Jr.	1"	88								
Legislative Bulletin	2 1/2"	86, 87								
Legislation	1 1/2"	85, 87								
Legislative Affairs	1"	85, 87								
Old Legislative Material (GA)	3"	80, 81, 82, 83								
Legislature	2"	86, 87								
Marlboro Cap Flap	1"	85								
Maxwell Report	1/2"	86, 88								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
Public Relations N-Z										
National Assoc. of Counties - James Lentz	1/4"	88								
N.C. Cigarette Request - Goode	1/4"	86								
North Carolina Economic Impact Information	1"	83								
N.C. Manufacturers Tax	1/4"	85								
Operation Chautagua	1"	87								
Phil Pac	6"	82, 83, 84, 85, 86, 87, 88								
Philip Morris Magazine Survey - Ads	1"	88								
Product Liability Note	1/4"	87, 88								
Public Affairs Region	1/4"	-								
Public Affairs Review	1 1/2"	84, 86								
PM USA Public Affairs Dept. Calendar Project List	1"	85								
Philip Morris USA Public Affairs Meeting	1 1/2"	83								
Roper Reports	1/2"	84, 85								

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				MAIN	SEC	SECY P.C.	OTHER P.C.	MICROFICHE	MICROFILM	OTHER
<u>Public Relations N-Z</u>										
Smoking & Health	2 1/2"	85, 86, 87, 88								
Smoking letters-Supportive	1/2"	87, 88								
State Cigarette Excise Tax Rate	1/2"	86, 87								
State Line Reports -TI	4"	85, 86, 87								
Survey- Smoking in the Workplace & in Public Places	3"	86, 87								
Tobacco	1"	85, 86, 87, 88								
Tap-Tan	2 1/2"	84, 85, 86								
Washington Office Correspondence	4"	83, 84, 85								
Tobacco Institute	4 1/2"	81, 82, 83, 84, 85, 86								
Uncle Joe	1/2"	85								

CURRENT FILES

<u>FILE CATEGORY</u>	<u>VOLUME</u>	<u>CHRONOLOGY</u>	<u>RETENTION PERIOD</u>	<u>COMPUTER SYSTEM/VOLUME</u>				<u>OTHER VOLUME</u>		
				<u>MAIN</u>	<u>SEC</u>	<u>SECY P.C.</u>	<u>OTHER P.C.</u>	<u>MICROFICHE</u>	<u>MICROFILM</u>	<u>OTHER</u>
Correspondence						14				
Contributions						5				
Wkly. Reports						2				
Visits						3				
Race						2				
Tours						5				
Fact Sheet						1				
Address File						2				
Thank you letters						1				
Cig. Preference						1				
Press						1				
Board of Directors						1				
Form						1				
Speech						1				
Program						13				